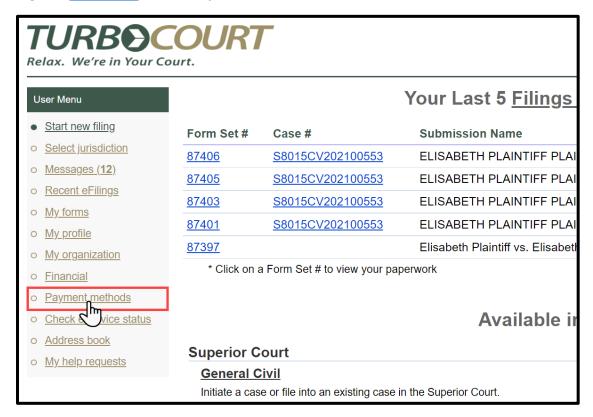
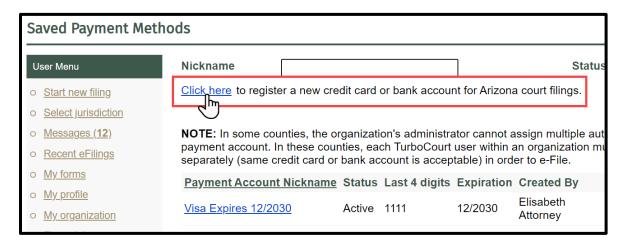
How to Create a Payment Method (Token) for an Individual/Unaffiliated Attorney

1. Log in to TurboCourt > Select Payment Methods from the User Menu



2. **Select Click here** to register a new credit card or bank account > Page redirects to nCourt



3. Enter Payment Information <u>and</u> Billing Information > Select Submit Information

Note: Card/Account Description is the Payment Account Nickname for the payment method



4. The newly created token displays within the list of Saved Payment Methods

